

Empire Management Rental Qualification Standards

A copy of your driver's license and two (2) most recent pay stubs are also needed to complete the application. If do not have a recent pay stub due to a new job or self employment; W-2's or Job offer letters are acceptable.

Application

To be completed by each applicant, without omissions or falsifications. A fee of \$30.00 will be charged for each application. The applicant must provide proof of identity. False information given on an application will entitle management to reject the application. Management must be able to verify all requirements to this guideline. Each person over 18 years or older must complete a rental application and married couples may qualify jointly.

Each Applicant is Subject to denial based on any of the following categories:

- 1) **Income**
- 2) **Credit Check**
- 3) **Rental History**
- 4) **Job Stability**
- 5) **Criminal Background check**

Income

Gross income must be three (3) times the rental amount or is an automatic denial. Over time income is not qualified income. Guarantors of lease applicants must have a gross income of four (4) times the rental amount. All income included in qualifying procedures such as alimony, child support, etc. requires written verification. The self-employed must provide documentation of verifiable income, such as Income Tax Returns for the previous two (2) years.

Credit Check

A complete check of credit history will be made and all credit reported in the last three years will be reviewed for satisfactory credit history, as reported by the credit bureau.

Rental History

Present and previous residence must have prompt payment record and sufficient notice given. Derogatory rental history will be an automatic denial.

Employment

Taxable employment must be verifiable with two (2) current pay stubs before the inception of the application by management.

Denial

Applicants will be denied if all information is not obtained within 5 working days. It will be the applicant's responsibility to obtain information we cannot get. Empire management reserves the right to deny any applicant based on income, credit, and rental history. If any false information is contained in any application, the applicant will be denied.

Known criminal convictions for any of the following will result in denial of application: Arson, Armed Robbery, Rape, Child Molestation, Murder, terrorism, Manufacturing Drugs and Child Abuse.

Known criminal convictions with the past seven years in any of the following will result in denial of application: Assault, Burglary, Kidnapping, Felony theft, Possession or Selling Drugs, and parole Violation.

We reserve the right to individually evaluate the nature of less violent crimes and make discretionary determination of denial or approval based on the circumstances involved in all offences within the last seven years.

Age

All heads of household must be at least 18 years of age unless familial status applies. Minor's and/ or dependents will be listed under "occupant" Status.

Security Deposits

A security deposit is a set amount paid by a prospective resident, the return of which is dependent upon the fulfillment of the contract and apartment being returned in the same condition to management, with the allowances made for normal wear and tear.

Pets

Empire Management allows only two (2) cats per apartment, with the consent of management.

Water Furniture

No water furniture is permitted in your apartment without prior written permission from management. The resident must provide a copy of insurance coverage prior to move in.

Equal Housing

Empire Management, Inc. and its employees are pledged to the letter and spirit of the United States Policy for the achievement of equal housing opportunities throughout the nation. We encourage and support affirmative advertising and marketing program in which there are no barriers to obtaining housing because of Race, Color, religion, Sex, Handicap, Familial Status, or National Origin.

Authorization

Please read carefully before signing.

In considering this application from you, management will heavily rely on the information, which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your credit report as an inquiry.

Applicant agrees to pay an application fee of \$30.00 for management to process credit and criminal background.

Print Name _____

Applicants Signature _____

Date _____

Empire Management
 2864 Carpenter Rd., Suite 300
 Ann Arbor, MI 48108
 Phone 734-971-8555 Fax 734-971-0205

Lease Application – Please Print Clearly

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all the required information.

Date of Application _____ Desired Move-in Date _____

Type and Size of Unit Wanted _____

How Did You Hear About Our Property? _____

Personal Information

Applicants Full Name _____ Date of Birth _____

Social Security # _____ Drivers License _____

Home Phone _____ Cell _____ Email _____

Name of All Other Residents	Relationship to You	Date of Birth

Residence History

Present Address _____

Street

City

State/Zip

Present Landlord _____

Name

Phone Number

Length of Present Residence _____ Reason For Moving _____

Previous Address _____

Street

City

State/Zip

Previous Landlord _____

Name

Phone Number

Length of Previous Residence _____ Reason for Moving _____

Employment Information

Present Status: Employed Full-Time Part-Time Not Employed Retired Student

Present Employer: _____

Employer Address _____

Telephone _____ Dates Employed/ From _____ To _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income _____

Previous Employer: _____

Employer Address _____

Telephone _____ Supervisor _____ Dates Employed/ From _____ To _____

If Student, List School _____ School Phone Number _____

Present Grad Level _____ Expected Date of Graduation _____

Banking and Credit References (REQUIRED IF NOT EMPLOYED)

Bank Name and Branch _____ Telephone Number _____

Account Number _____ Type of Account _____ Monthly Payments _____

Bank Name and Branch _____ Telephone Number _____

Account Number _____ Type of Account _____ Monthly Payments _____

Credit Reference _____ Telephone Number _____

Address _____ Account Number _____

Credit Reference _____ Telephone Number _____

Address _____ Account Number _____

Other Information

Total Number of Vehicles (Including Company Car) _____

Make/Model _____ Year _____ Color _____ Tag _____

Make/Model _____ Year _____ Color _____ Tag _____

Make/Model _____ Year _____ Color _____ Tag _____

Do You Have a Pet? _____ What Breed, Weight, and Age _____

Have You Ever: Been sued for rent? _____ Been evicted or asked to move out? _____

Been Sued for Damages to rental property? _____ Broken a Lease? _____

Comments/ Explain _____

APPLCANT SECTION:

Applicant: _____ X _____
Please print your name Signature

***By signing you authorize your current or previous landlord to provide landlord history and any other important information**

Address: _____

Your landlord fax or email: _____

MANAGEMENT ONLY – EMPIRE MANAGEMENT WILL SEND TO YOUR LANDLORD

Our applicant has applied for residency with Empire Management and has indicated that they have resident at the above mention address.

If you would be so kind to provide Empire Management with necessary resident information

Residency Dates: From _____ To _____

Has paid rent in a timely manner: YES [] NO []

Monthly Rent: _____

Did they have a pet: _____ YES [] NO []

Would you rent to this tenant again YES [] NO []

Signature/ Title

Please fax 734-971-0205 at you earliest convenience. Thank you for your assistance.

Sincerely,

Empire Management